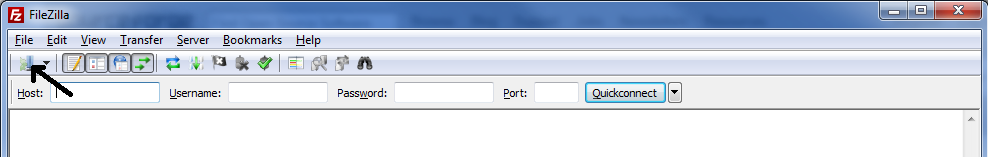
**Connecting to Staff server with Filezilla on the PC**

**If you don’t have FileZilla,**

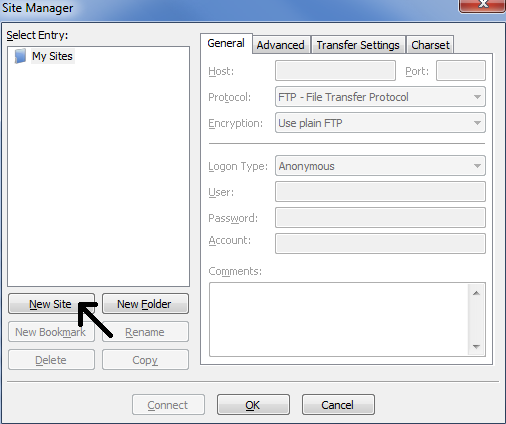
Download and install Filezilla from <http://filezilla-project.org/download.php>

**Setup FileZilla**

1. Run Filezilla from either the Start menu under All Programs or from the shortcut on your desktop.
2. Click the leftmost icon at the top of the Filezilla window, or under the File menu click “Site Manager”, to setup the connection to the server.



1. Click “New Site”.



1. Name the site CMCSS Staff Server
   1. Enter the **Host:** as “staff.cmcss.net”.
   2. Leave **Port:** blank.
   3. Leave **Protocol:** on “FTP- File Transfer Protocol”.
   4. Change **Encryption:** to “Require implicit FTP over TLS”.
   5. Change **Logon Type:** to “Ask for password”.
   6. In **User:**, enter cmcss\your email username (ex. If your email is [john.doe@cmcss.net](mailto:john.doe@cmcss.net) you would enter cmcss\john.doe).
   7. For **Password:**, enter your email password.

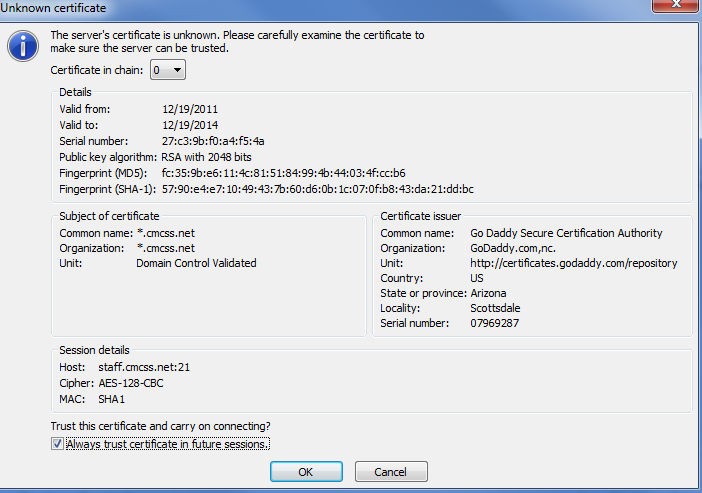
\*Note – the backslash used is located over the Enter key on your keyboard



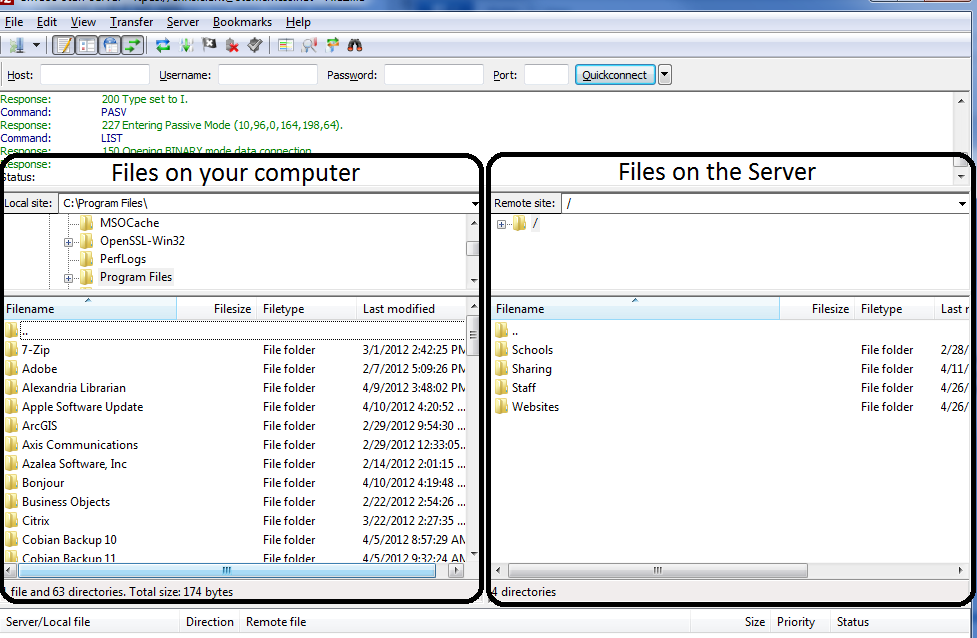
1. Click the Transfer Settings tab. Click Passive under Transfer mode.



1. Click Connect.
2. You will get a certificate message, check the box to “Always trust certificate in future sessions” and click OK.



1. You will now connect to the staff server.
2. The left side of the window shows the files on your computer, the right side of the window are the server files.



**Additional Notes**

To reconnect to the server click the down arrow next to the leftmost icon at the top of the Filezilla window and select CMCSS Staff Server.

If you change your password you will need to change it in Filezilla to connect to the server, by clicking the leftmost icon at the top of the Filezilla window, selecting CMCSS Staff Server and reentering the password, click connect and it will save the new password.

Double clicking on the folder with the .. will take you up a level to the folder which contains the files and folder you currently see.

You can drag and drop into and out of the Filezilla window. For example if you have something on your desktop you can drag it to your private folder in Filezilla to copy it that way.

You may get a disconnected from server, or connection closed by server message in the log area near the top of the window if you have been inactive. You will automatically reconnect when you start using the server again.

On the right side of the window where it says remote site you can go straight to your folder by entering in /Staff/john.doe (replace john.doe with your name)